

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO**

**CREDIT CARD COLLECTION NETWORK**

**Background**

In September of 1987, the Department of Treasury, through its Financial Management Service (FMS), established a government credit card collection network to enable federal agencies to accept credit cards for the collection of receipts due the government.

As a follow-up to this district's request, the Administrative Office of the United States Courts approved the District of Colorado for participation in the credit card network. Subsequently, the Administrative Office, on behalf of the United States Courts, entered into a contract with Bank of America, located in Glendale, California, the sixth largest bank in the nation, which will provide the Clerk's Office for the District of Colorado with processing services for credit card transactions. The District of Colorado accepts Visa, Mastercard, American Express, Discover, and Diners Club credit cards.

**What the Program Means to You**

The use of credit cards by members of the Bar and the public will expand your options for the processing of your financial transactions at the district court.

Using credit cards in the Clerk's Office means that legal couriers will no longer be required to carry cash to pay filing or copy fees nor will blank checks have to be drawn because amounts are unknown. The billing procedures for this type of transaction fits easily into any internal accounting method used.

Telephone or mail requests are much easier. Now you can simply tell us to "charge it" by giving us your credit card number and expiration date.

The use of credit cards will provide next-day availability of funds to the government, reduce the amount of cash handled each day by our cashiers minimizing the possibility of error and facilitate the bookkeeping process for both the Clerk's Office and our participating customers.

## **How the Program will Operate**

Starting May 8, 1989, credit cards will be accepted as payment for the following transactions in the Clerk's Office:

- filing fees;
- copy work (including docket sheets, documents, judicial opinions, etc.);
- copies of ESR-taped proceedings;
- attorney admission fees;
- searches and certifications;
- criminal debt payments; and
- retrieval fees for case files maintained at the Federal Records Center.

Credit card transactions will be handled in the same manner as transactions paid for by check or cash. For counter transactions, the charge card is obtained from the customer for recording, validating or imprinting onto a bank charge slip. The customer's card is then "swiped" through the terminal and the amount of sale is entered on the keyboard. The bank is contacted electronically through the terminal and an authorization number is obtained.

After authorization is received, the charge slip will be given to the payor for signature. A copy of the charge slip showing the transaction code, date, time and amount of charge will be given to the customer and the original will be kept on file in the Clerk's Office.

For those requests received via the telephone, simply give your name, credit card number and its expiration date and other miscellaneous information to the Deputy Clerk. Your requested work will be returned to you with two receipts -- a cash register receipt and a bank charge slip, which will have the words "TELEPHONE REQUEST" inserted into the signature block.

For mail requests, the credit card number and expiration must be provided in your request letter and the letter must be signed by the same person whose signature appears on the credit card. Again, you will receive two receipts -- a cash register receipt and a bank charge slip, which will have the words "MAIL REQUEST" inserted in the signature block.

## **How to Apply**

If you and/or your firm do not already have a credit card, just contact your local financial institution for an application. Most commercial banks, savings and loan associations and even some credit unions are issuing institutions.

For those firms which are concerned with the safekeeping of the actual credit card, you will be able to authorize credit card payment by having on file with our office the attached "Authorization Form". Thereafter, a "Payment Authorization" form, to authorize payment by credit cards may be presented by your messenger. On each transaction we will confirm that your Authorization Form is on file. The Authorization Form which contains your credit card number will be kept secure at all times. The customer copy of the charge slip will state in the signature block "Authorization On File". This slip will be mailed to your firm so that your messengers will not have access to the credit card number.

As always, we look forward to working with the members of the Bar of the District of Colorado to make this program a success. We welcome your suggestions and appreciate your comments.

For more information contact Carol Henderson at 303-335-2053.

**CREDIT CARD COLLECTION NETWORK  
AUTHORIZATION FORM**

\_\_\_\_\_  
(Name of Company/Firm)

hereby authorizes the United States District Court for the District of Colorado to charge the following bank credit card number for payment of filing fees and other court-related expenses.

Please Print:

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

This form, which will be kept on file in the Clerk's Office, shall remain in effect until specifically revoked in writing. It is the responsibility of the firm/company named herein to notify the Clerk's Office of the new expiration date when a credit card has been renewed, or if a credit card has been cancelled or revoked.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PAYMENT AUTHORIZATION**

Please Print:

\_\_\_\_\_  
(Name of Company/Firm)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of Individual Authorizing Payment: \_\_\_\_\_

Date: \_\_\_\_\_

Description of item(s) to be charged:

CUSTOMER'S COPY OF THE CHARGE SLIP INDICATING "AUTHORIZATION ON  
FILE" WILL BE MAILED TO YOUR FIRM.